



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Agency Services Representative 3 [Classified Competitive]</b>			Salary <b>A14 \$37,767.75 - \$52,973.07</b>
Posting Number <b>32-15 Reposted</b>	Position Number <b>945622</b>	Number of Positions <b>1</b>	Posting Period * <b>From: 8/3/15 To: 8/17/15</b>
Location: <b>PHILEP/OEMS Health &amp; Agriculture Building, 369 South Warren Street, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p><b>DEFINITION:</b> Under the general oversight of a supervisory official in a state department, agency, or institution, provides lead front-line and behind the scenes customer and other support services involving the review, processing and issuance of agency certifications; provides specialized information to customers regarding department/agency programs and services; handles the more complex and/or sensitive customer issues, requests and complaints; does other related work as required. Primary custodian for two public access email Addresses. Liaison with external vendors to validate educational documentation. Provide guidance to coworkers on navigating certification web-based data base.</p> <p>*If you previously applied to posting 32-15 (posted 2/24/15-3/10/15) there is no need to resubmit your letter of interest and resume.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EXPERIENCE:</b> Three (3) years of experience providing information and support to customers or clients, responding to technical inquiries and/or complaints regarding products, services or programs, or collecting payments in a government or office setting.</p> <p><b>License:</b> Appointees will be required to possess a drivers's license valid in New Jersey only if the operation of a vehicle , rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
<b>FILING INSTRUCTIONS</b>			
Forward your cover letter, resume and application for employment** to:  <b>Rosalind Finney, Executive Assistant 2 Health Infrastructure Preparedness/Emerg. Response Reference Posting #32-15 Reposted New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b>		You can reply to this posting by emailing your cover letter, resume and application for employment to:  <b>PSTHIPER@doh.state.nj.us</b>  * Resumes received after the closing date MAY be considered if the position is not filled. ** NOTE: You can access the State of New Jersey Application for Employment at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">www.nj.gov/health/forms/dpf-663.pdf</a>	

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.
- **The New Jersey Department of Health is an Equal Opportunity Employer.**

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